

Helena JSEC Meeting Minutes

March 17, 2010

Members Present:

Carolyn DeYoung	BCBS of Montana
Robert Ward	Enterprise Holdings
Alan Thompson	UM Helena-College of Technology
Pat Roth	Glacier Bancorp, Inc.
Cathy Wood	Student Assistance Foundation
Charles Geary	Department of Corrections
Hayley Emly	American Federal Saving Bank
Darlene Chamberlin	Helena High School
Carmae Fawaz	BCBS of Montana
Carol Rule	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center

Introductions: Carolyn D. got the meeting started by having the members introduce themselves.

Minutes: Minutes were approved.

Treasurer Report: Robert W. noted that we have \$6,058.50 in our JSEC account. Mike Bullock Scholarship account is still at \$271.86. He also handed out a draft copy of the 2009 financial statement (requirement for filing for non-profit status).

Supervisor's Report: Carol R. handed out copies of her Supervisor's Report (please see attached).

Scholarship Report: Cathy W. stated all scholarship information/packets have been delivered.

Employer Choice Awards: Charles Geary gave us an update on the progress the subcommittee has made on this new project (see attached). Goal is to have it ready to advertise by this fall. Darlene C. suggested we be creative and come up with a snappy name for this award. The subcommittee welcomes all ideas regarding this award. Send those ideas to Sandy H. (shamlin@mt.gov) or Dave L (dlaber@mt.gov).

Hidden Agenda: Carol R. handed out a flyer advertising "Resumes – Cover Letters – Interviewing" workshops that our staff will be presenting, prior to the career fair. She asked the members if they would be interested in hosting a panel discussion for our staff. The topic is what employers like to see and don't like to see on job applications, resumes and cover letters. Darlene C. suggested that next year the committee hosts a similar panel discussion on the same topic, but schedule it in advance of the resume classes our staff presents prior to the annual career fair.

Carol R. asked the members to be thinking about when and how to schedule this panel as we will be discussing it at our next meeting.

Innovation in Business Conference: as soon as more information comes out we will forward to all committee members.

Alan T. gave informational copies of the "Bachelor in Business Program" available at MT-Tech / UM-Helena. Montana Tech of the University of Montana (Butte, MT) and The University of Montana – Helena College of Technology (Helena, MT) have joined forces to offer 4-year business degrees on the UM-Helena campus in Helena. The purpose of the collaborative program is to better serve the educational needs of people in the Helena area. For more information contact The University of Montana – Helena College of Technology.

Darlene C. asked members if they would review and comment on resumes prepared by her students. That was approved and next meeting she plans on bringing a few resumes for the committee to comment on.

Agenda items for the next meeting on April 21st

- Review and comment on resumes from Helena High.
- Discuss structuring the employer panel for Job Service staff (what employers are looking for and what they don't want to see when reviewing resumes and job applications).

Meeting was adjourned.

Respectfully submitted by Dave Laber